



### **Duties of Council**

Subject to the provisions of the Constitution and Bylaws, Council shall:

- a) act as the governing body of the Association;
- b) conduct Council meetings pursuant to the Bylaws;
- c) approve the annual operating budget of the Association;
- d) have full control of all activities under the Association;
- e) have the power to recommend amendments to the Bylaws concerning duties of the Association, committees and Clubs;
- f) have the power to prescribe matters of procedure which are not provided for in the Constitution, Bylaws or the Societies Act;
- g) oversee all services offered by the Association to its Members

### **Duties of Executive Board**

In addition to the duties of Council as set out in Bylaw 8.1, each member of the Executive Board shall also have the following duties and responsibilities:

- a) meet at any time at the request of the President;
- b) set a good example for Council; for example, Executives shall be in full attendance at all regularly scheduled Executive Board and Council meetings;
- c) post and keep office hours at the Association office (minimum of 8 hours per week);
- d) have a working knowledge of the Constitution and Bylaws;
- e) maintain a minimum of:
  - i) for full time students, 9 credit hours or equivalent per semester, with the exception of the spring/summer semester, for the duration of their term on the Executive Board;
  - or
  - ii) for part time students, 6 credit hours or equivalent per semester, with the exception of the spring/summer semester, for the duration of their term on the Executive Board
- f) attend all Annual General Meetings and Special General Meeting that may take place; and
- g) at the end of their term on the Executive Board, take all reasonable efforts to ensure an efficient and smooth transition to the incoming Executives.

**The Vice President Internal shall;**

- a) be responsible for all Council and Executive Board duties as described
- b) be responsible for overseeing the work of the Members at Large;
- c) keep Council informed on Association programs including UPAS and the Student Extended Health and Dental Plan;
- d) act as a resource on issues arising between Students of the College; and
- e) have such other duties as are outlined in the Bylaws or assigned by Council from time to time.

**The Vice President Campus Life shall;**

- a) be responsible for all Council and Executive Board duties as described
- b) be responsible for overseeing a broad range of programs and services affecting Members and enhancing the campus life of Students while at College of the Rockies;
- c) be responsible for all Student Association endorsed Clubs, including planning, budgeting and reporting requirements;
- d) act as a resource on issues arising between Students of the College; and
- e) have such other duties as are outlined in the Bylaws or assigned by Council from time to time.

**The Vice President Communications shall;**

- a) be responsible for all Council and Executive Board duties as described
- b) be responsible for maintaining the Association website, social media sites and any print materials for the Association;
- c) handle inquires and promote friendly relations with community groups
- d) have such other duties as are outlined in the Bylaws or assigned by Council from time to time.